# **CUMULATIVE INDEX**

# October 1974 through September 1975

ABC update\*
ABINGTON, Robert L.

If you don't know where you're going. O p

ACKLAND, Olive I.

Everybody's kitchen is nobody's kitchen. N p 26

ADKINS, Mrs. James L. A funny thing happened. S p 28

### **ADMINISTRATION**

Editorial. Howard B. Foshee. O p 3 Editorial. Howard B. Foshee. N p 3 You can't carry the whole load. Jack Sanford. O p 6

### ADULTS

They minister to single adults. Mary Zachary. D p 10

### AGED

Counseling families of the aged. Phyllis C. Barrins. O p 44

#### AIR travel

Get there quicker, fly yourself. Don Parker. N p 47

ALLRED, Thurman W.

Longnecker, Harold L.: Building town and country churches—book review. D p 36 ANDERTON, T. Lee

Church survey, planning, and construction committee. Ag p 40

Dealing with disaster. D p 46

### **ANNIVERSARIES**

ldeas we've tried. F. Wilbur Helmbold. Jl p

ATKINSON, Ralph C., Jr.

Building value into the future. Jl p 3 Is your church constitution a living document. My p 21

BAKER, Eugene W.

Publicize your church weekday early education program. D p 24

#### BAPTISM

Observing the ordinance of baptism. C. Fer-

Ja January F February Mr March

Ap April

My May Je June

Jl July

Ag August S September

O October N November

D December

\* Monthly feature

ris Jordan. D p 34

BARNES, Carl S.

Ideas we've tried. Ap p 43

BARNES, Lloyd E.

Getting help for a building program. N p 42 BARRINS, Phyllis C.

Counseling families of the aged. O p 44 BARRY, James

Your church can have great nights of decision. F p 14

BEAL, Will

Better management of building use and

maintenance. Je p 3 BELL, Earl S.

Guidelines for radio devotionals. S p 34

BENNETT, Walter
Building and organizing the pastor's library.

My p 42 Making the grapevine work for you. Je p 26

BINGHAM, Robert E. Who needs a parliamentarian. Mr p 16 BLACKBURN, Alan R.

Magic work for meetings—agenda. Ag p 19 BLACKSTONE, Len

An open letter to my pastor. N p 39 BOATWRIGHT, William H.

A good (credit) name is rather to be chosen. D p 18

When members move away. F p 26 BONNER, Harry G.

Planning a stewardship calendar. Ja p 24 BONHAM, Tal D.

A twelve-month reminder. D p 7

BOULDIN, Donald G. Helping people accept variety in worship. F

p 9 How to conduct a funeral. My p 33

Preparing for a wedding. Ap p 29 BRANNON, Thomas I.

Announcements can be exciting. My p 19 In case of emergency. F p 18

BREAZEALE, Jerry

God, help me hear. My p 29

BROOKS, Nathan C. Activating the deacon family ministry plan. My p 10

BROWN, Bob W.

The gap between pulpit and pew. My p 15 Lonely? Call 259-0101. Jl p 34

BROWN, Douglas

Youth need to know. Je p 19

BROWN, Glenn A.

Developing your church budget. O p 20 BROWN, Truman, Jr.

Church long-range planning committee. Ag p 46

Church nominating committee. Ag p 30
Duties for church council members. N p 43

CAMPBELL, John R.

The retired minister and his time. Mr p 13

CARDWELL, Albert L.

How we program for family enrichment. Ap
p 11

CASEY, George R.

If a picture is worth a thousand words, use it. Jl p 26

CHANCE, Gay Monroe

Your church needs infant care. Ap p 23

#### CHILD care

Curriculum concepts for weekday early education. Frances McGuffee. S p 24

Expanding your weekday early education ministry. Frank Delrose, Jr. Jl p 14

How much should we charge for weekday early education. Thelma Williamson. Ja p 25

Legal involvement in weekday early education. Mr p 22

Publicize your church weekday early education program. Eugene W. Baker. D p 24 Weekday early education reaches people

for Christ. Gary G. Foil. Je p 24

You can have a before and after school ministry. Dorothy Heard. O p 18 Your church needs infant care. Gay Monroe

Chance. Ap p 23

#### **CHURCH administration**

ABC's of church administration update. Floyd A Craig. Ap p 45

ABC update. Emily Filipi. My p 45

Better ways for preserving records. Dan McKee. My p 24

Coming up in church administration. George Clark.\*

How to handle incoming mail. Jimmie Sheffield. Op 24

Is your church constitution a living document. My p 21

Keep your mailing list current: an addresschange system that works. D p 40

Making the best use of Wednesday night. Bruce Grubbs. Jl p 26 Policies and procedures. O p 39

#### **CHURCH** architecture

Getting help for a building program. Lloyd E. Barnes. N p 42

#### **CHURCH attendance**

Ideas we've tried. Forrest C. Garrard, Jr. Je p 48

**CHURCH** buildings and equipment

Better grounds maintenance and management. W. James Coile. Mr p 36

Better grounds maintenance and management. George Fletcher. Ja p 28 Better management of building use and

maintenance. Will Beal. Je p 3 Better use of parking space. Tommie J. Huckabee. Mr p 28

Clean out that clutter. Jerry A. Privette. Je p

13 Discoveries in inner space. George Fletcher.

Jep8 Everybody's kitchen in nobody's kitchen. Olive I. Ackland. N p 26

Handling space problems. Pat N. Vickery. F p 28

In case of emergency. Thomas J. Brannon. F

Keeping God's house. Idus V. Owensby.\* Periodic inspection of church buildings and grounds. Idus V. Owensby. Je p 11

### **CHURCH** committees

Associational committee training pays. Edgar L. Savage. Ag p 13

Church baptism preparation committee. Charles F. Treadway. Ag p 41 Church benevolence committee. Charles F.

Treadway. Ag p 43 Church food services committee. Idus V.

Owensby. Ag p 38 Church history committee. Charles W. De-

weese. Ag p 45 Church long-range planning committee.

Truman Brown, Jr. Ag p 46 Church lord's supper preparation commit-

tee. Charles F. Treadway. Ag p 41 Church missions committee. Lyndon W. Collings. Ag p 36

Church nominating committee. Truman Brown, Jr. Ag p 30

Church preschool committee. William H. Halbert, Jr. Ag p 37

Church property and space committee. Idus

V. Owensby. Ag p 38 Church public relations committee. Floyd A. Craig. Ag p 46

Church stewardship committee. E. Stanley Williamson. Ag p 33

Church survey, planning, and construction committee. T. Lee Anderton. Ag p 40

Church weekday early education committee. William H. Halbert, Jr. Ag p 44

Clearing the confusion about the work of church councils, church officers, and church committees. Jimmy F. Dunn. Op 30

Don't knock problems. Ag p 24

How to select and enlist church stewardship committee members. Don Fields. Ag p 33 How to use this issue. Reginald M. McDo-

nough. Ag p 29 How we train church committees. Jimmie

Sheffield. Ag p 10

It pays to rotate committees. John N. Vaughn. Ag p 16

Magic word for meetings-agenda. Alan R. Blackburn. Ag p 19

We're sold on committee training. John W. Dowdy, Jr. Ag p 8

Where to find good committee members. Ennis P. Thorne. Ag p 3

#### **CHURCH** council

Duties for church council members. Truman Brown, Jr. N p 43

Working with the church council. Bill Kite. Ja p 47

#### **CHURCH** dedication

Constituting a church. Roy F. Lewis. F p 24

#### **CHURCH finance**

Account classifications. Loudell O. Ellis. Je p

Budget fair at mountain brook. Hoyt R. Wilson. D p 26

A good (credit) name is rather to be chosen. William H. Boatwright. D p 18 How to prepare your budget. Ernest D.

Standerfer. F p 45 How to present your church budget. Ernest

D. Standfer. Mr p 31

Ideas we've tried. Herman Lancaster. Mr p Internal control for churches and communi-

ty organizations. Loudell O. Ellis. My p 30 It's budget time again. Jesse Stricker. S p 36 Planning for cash shortages. Loudell O. Ellis. N p 30

Procedures for counting church offerings. Idus V. Owensby. D p 37

What you should know about church bonds. Robert H. Kilgore. Je p 16

### **CHURCH libraries**

Building and organizing the pastor's library. John Ishee and Walter Bennett. Mr p 42 How to start a church library. Wanda Lineberry. Ja p 19

# **CHURCH** literature

How to get faster action on your church literature order. Lucy R. Hoskins. N p 35

### **CHURCH** member orientation

Because you care about new church mem-

bers. Forrest H. Watkins. Ja p 40

### **CHURCH** membership

Should a secretary belong to the church where she works. Lucy R. Hoskins. D p

What to do about nonresident members. Kenneth Dean. Je p 20

When members move away. William H. Boatwright. F p 26

#### **CHURCH** music

A new hymnal for singing. William J. Reynolds. Ag p 48

### **CHURCH officers**

Your church should have trustees. Garland A. Hendricks. D p 22

Who needs a parliamentarian. Robert E. Bingham. Mr p 16

#### **CHURCH** personnel committee

Church personnel committee. Lucy R. Hoskins. Ag p 31

Let's be truthful. Roy F. Lewis. Ja p 13 Restudy staff retirement protection. Theo Som: 3rkamp. Ag p 32

#### CHURCH planning

God's business, a first-class operation. Joseph W. Gawthrop. Ja p 15 Your next report—a communications bull's eye. Gary Ellis. Ap p 26

#### **CHURCH records**

Records, for better or worse. Jimmie Sheffield. Je p 29

#### **CHURCH secretary**

How to be less of a martyr-and enjoy it more. Lucy R. Hoskins. Je p 37 Secretary's corner. Lucy R. Hoskins.\*

### **CHURCH staff**

Have a staff devotional period. James G. Harris. S p 11

Ingredients for a successful staff meeting. Gerald B. Dunlap. S p 8

What your church owes its staff. Flynn T. Harrell. S p 14

Working with a part-time staff. Calvin S. Metcalf. S p 16

### **CHURCH** training

Church: the sunday night place! Shifting gears in our new CTSNP. Ernest D. Walker. N p 28

### **CHURCH work**

You can't overload a willing worker. John Warren Steen. Ag p 21

### CITIZENSHIP

Righteousness exalts a nation. C. Welton Gaddy. Je p 30

CLARK, Carl A.

Listen while you lead. O p 8 What to do with opposition. S p 19

CLARK, George Brother goodbody drives a bargain. Mr p 49

Brother goodbody flunks the faith test. Je p Brother goodbody lights up. Ag p 49

Brother goodbody participates. F p 48 Brother loner gets run out of town. My p 48 Coming up in church administration.\*

Excuses, excuses. Jl p 49

The fight is on. N p 48

Mrs. chronic plays the hospital game. D p 48

Nobody understands better than priscilla. Ap p 48

Pastors past and present. Ja p 49

Sooner of later someone had to ask. O p 48 Whether 'tis nobler. S p 42

COILE, W. James

Better grounds maintenance and management. Mr p 36

COLE, W. Douglas

Conducting a family life conference in your church. Ap p 7

COLLINS, Lyndon W.

Church missions committee. Ag p 36

COLLINS, Marjorie A.

How to promote your church. S p 29

#### COMMUNICATION

Checking your internal communications system. Lyle F. Schaller. Ja p 30

The danger of a dud or how to make better use of your pastor's column. Dan G. Kent. Je p 22

How to get your ideas across. C. Ferris Jordan. N p 21

Making the grapevine work for you. Walter Bennett. Je p 26

An open letter to my pastor. Len Blackstone.

W. A. Engstrom: Multi-media in the church: a beginner's guide for putting it all together-book review. Max E. Shively. F p

COOPER, James L. Learning to listen. My p 26

**COOPERATIVE** program

Celebrating the fiftieth anniversary of the cooperative program. Mr p 41

### COUNSELING

He helps harness horse sense. Jack U. Harwell. Ap p 16

CRAIG, Floyd A.

ABC's on church administration update. Ap

Basic be's for publicity. N p 13

Church public relations committee. Ag p 46 Red and yellow, black and white. Ja p 26

#### **CRITICISM**

When you must criticize. William G. Tanner. 5 p 22

CROSLIN, H. C.

Have a stewardship checkup. F p 30 A stewardship revival worked for us. D p 22 DALE, Robert D.

Extend your pastoral care through groups. D p 14

DALLAS, Dan G.

Don't knock problems. Ag p 24

#### **DEACONS**

Activating the deacon family ministry plan. Nathan C. Brooks. My p 10

Developing the fellowship of the ordained. Raymond Langlois. My p 3

How I equip my deacons. Alf Skognes. My p 8

DEAN Kenneth

What to do about nonresident members. Je

### **DECISION-MAKING**

Why make the same decision twice? Lucy R. Hoskins. Op 35

DELROSE, Frank, Jr.

Expanding your weekday early education ministry. Jl p 14

DEWEESE, Charles W.

Church history committee. Ag p 45 Thought provokers for pastor selection committees. Ja p 10

#### DISASTERS

Dealing with disaster. T. Lee Anderton. D p

If you smell smoke in church. Ennis P. Thorne. JI p 20

DOUGLASS, Richard B.

Witnessing through the mailbox. Jl p 41 DOWDY, John W., Jr.

We're sold on committee training. Ag p 8

### **DRUG** abuse

The minister and the drug problem. Leonard Morgan, Jr. D p 8

DUNCAN, Clarence E.

Radio is alive and well. Mr p 25

DUNLAP, Gerald B.

Ingredients for a successful staff meeting. S

DUNN, Jimmy F.

Clearing the confusion about the work of church councils, church officers, and church committees. O p 30

#### **EDUCATION**

Do you read enough? Lucille S. Harper. Ja p

ELLIS, Gary

Your next report—a communications bull's eye. Ap p 26

ELLIS, Loudell O.

Account classifications. Je p 33 Internal control for churches and community organizations. My p 30 Planning for cash shortages. N p 30

ENGLISH, Jean

Legal involvement in weekday early education. Mr p 22

ESTES, BILL

Discovering god's call. Je p 40

FALING, Richard

People search is for rural churches too. Op

#### **FAMILY**

How we program for family enrighment. Albert L. Cardwell. Ap p 11

Updating your ministry to families. E Lee Sizemore. Ap p 14

# **FAMILY life**

Conducting a family life conference in your church. W. Douglas Cole. Ap p 7

FAULKNER, Brooks R.

How to say no. O p 13

FIELDS, Don

How to select and enlist church stewardship committee members. Ag p 33

FILIPI, Emily

ABC update. My p 45

FLETCHER, George

Better grounds maintenance and management. Ja p 28

Discoveries in inner space. Je p 8

FOIL, Gary G.

Weekday early education reaches people for christ. Je p 24

FOSHEE, Howard B.

Editorial. N p 3

A leader must know when to punt. Ja p 3 FOX. Walter M.

Associate to the pastor with a woman's touch. J1 p 16

#### **FUNERALS**

How to conduct a funeral. Donald G. Bouldin. My p 33

GADDY, C. Welton

Righteousness exalts a nation. Je p 30

GARMS, Joe D.

Don't raise parasites. Mr p 3

GARRARD, Forrest C., Jr.

Ideas we've tried. Je p 48

GAWTHROP, Joseph W.

God's business, a first-class operation. Ja p 15

Quit wasting your time. Mr p 7

GRUBBS, Bruce

Making the best use of wednesday night. J1 p 36

Making the midweek service a caring opportunity. D p 16

HALBERT, William H., Jr.

Church preschool committee. Ag p 37 Church weekday early education commit-

tee. Ag p 44 HARPER, Lucille S.

Do you read enough? Ja p 34 Have you laughed today. Ap p 41

HARPER, Robert E.

The anatomy of public relations. N p 10 HARRELL, Flynn T.

What your church owes its staff. S p 14 When the preacher can't pay his bills. My p

HARRIS, James G.

Have a staff devotional period. S p 11 Prayer: priority for leadership. O p 15

HARRISON, Pat

Worship can be exciting. F p 2 HARWELL, Jack U.

He helps harness horse sense. Ap p 16

#### HEALTH

How to maintain a temple. Victor I. Klassen. Dp 44

HEARD, Dorothy

You can have a before and after school ministry. Op 18

HELMBOLD, F. Wilbur

Ideas we've tried. J1 p 40

HENDRICKS, Garland A. Your church should have trustees. D p 22

HINKLE, Joseph W.

Take a day off. Ja p 17 HOGAN, Melvid

He knew how to visit. N p 14

HORTON, Mike

The minister of youth as counselor. Je p 43

HOSKINS, Lucy R.

Are you liable for a lawsuit? Ja p 43

Church personnel committee. Ag p 31

How to be less of a martyr—and enjoy it more. le p 37

How to get faster action on your church literature order. N p 35

Secretary's corner.\*

Should a secretary belong to the church where she works. D p 30

Why make the same decision twice? O p 35

#### HOSPITALS

Ideas we've tried. Maxine Marsh. O p 41 A starting place for hospital ministry. William C. Mays. D p 12

HUBBLE, Macklyn W.

Structuring your marriage counseling ministry. Ap p 9

HUCKABEE, Tommie J.

Better use of parking space. Mr p 28

#### HUMOR

Brother goodbody drives a bargain. George Clark. Mr p 49

Brother goodbody flunks the faith test. George Clark. Je p 49

Brother goodbody lights up. George Clark. Ag p 49

Brother goodbody participates. George Clark. F p 48

Brother loner gets run out of town. My p 48 The fight is on. George Clark. N p 48

A funny thing happened. Roy F. Lewis. O p 47, Mr p 20, Je p 47

A funny thing happened. Jimmy R. Wilson. N p 25

A funny thing happened. Margie M. McGee.
D p 50

A funny thing happened. Harry Lucenay. D p 21

A funny thing happened. O. Afton Linger. Jl p 39

A funny thing happened. Mrs. James L. Ad-

kins. S p 28 Have you laughed today? Lucille S. Harper.

Ap p 41 Mrs. Chronic plays the hospital game. D p 48

My identity crisis and how it grew. Mary Augusta Rodgers. Ja p 43

Nobody understands better than priscilla. Ap p 48

Pastors past and present. Ja p 49 Whether 'tis nobler. S p 42

#### **INSURANCE**

Ask your church's insurance agent. Charles R. Scott. Je p 41

Cutting insurance costs. John Cobb Smith. Ap p 37

Insurance booklet for churches. Robert E. Philpott. Ap p 39

ISHEE, John

Building and organizing the pastor's library. My p 42

Worship experiences for church: the sunday night place. F p 12

JENKINS, David L.

Make visitors cards work for you. Ap p 19 JESTER, Harry D.

Tv or not tv—that is the question. S p 41

JONES, J. Ralph

Time can work for you. Mr p 10

JORDAN, C. Ferris

How to get your ideas across. N p 21 Observing the ordinance of baptism. D p 34 KENT, Dan G.

The danger of a dud or how to make better use of your pastor's column. Je p 22

KILGORE, Robert H.

What you should know about church bonds. Je p 16

KINGDOM of god

Johnson, Merle Allison: Kingdom seekers
—book review. Roy Lee Williams, Jr. Ja p

KITE, Bill

Working with the church council. Ja p 47 KLASSEN, Victor I.

How to maintain a temple. D p 44

LANCASTER, Herman

Ideas we've tried. Mr p 21

LANGLOIS, Raymond

Developing the fellowship of the ordained. My p 3

#### LANGUAGE and languages

How's your grammar? Jean Merritt\*

#### LAW

Are you liable for a lawsuit? Lucy R. Hoskins. Ja p 43

#### LAYMEN

Our laymen lead in worship. F p 16

#### LEADERSHIP

A leader must know when to punt. Howard B. Foshee. Ja p 3

Listen while you lead. Carl A. Clark. O p 8 LEFAN, Mike

Needed: church education programs for older adults. Je p 44

LEWIS, Roy F.

Constituting a church. F p 24

A funny thing happened. O p 47, Je p 47 Let's be truthful. Ja p 13

What to ask a pastor selection committee. Ja p 7

LINEBERRY, Wanda

How to start a church library. Ja p 19 LINGER, O. Afton

A funny thing happened. J1 p 39

LORD's supper.

How to observe the lord's supper. Alton H. McEachern. O p 31

LUCENAY, Harry

A funny thing happened. Ja p 21

MACON, Joe

Witnesses of me. N p 19

MANNING, Doug

Don't raise parasites. D p 3

#### MARRIAGE couseling

Structuring your marriage counseling ministry. Macklyn W. Hubble. Ap p 9

MARSH, Maxine

Ideas we've tried. O p 41

MAYS, William C.

A starting place for hospital ministry. D p 12

McBAIN, John M.

We minister as a team. S p 2

McBRIDE, Michael G.

We found a way to evaluate. J1 p 11

McCRORY, D. G.

Church: areana for fulfillment. Mr p 33

McDONOUGH, Reginald M.

How to use this issue. Ag p 29

McEACHERN, Alton H.

How to observe the lord's supper. O p 31 McGAHEY, J. Miller

Building blocks to two sunday schools. S p

McGEE, Margie M

A funny thing happened. D p 50

McGUFFEE, Frances

Curriculum concepts for weekday early education. S p 24

McKAY, Marie Conyers

Why not a missions weekend. J1 p 24

McKEE, Dan

Better ways for preserving records. My p 24 Keep your mailing list current: an addresschange system that works. D p 40

MERRITT, Jean

How's your grammar?\* METCALF, Calvin S.

Working with a part-time staff. S p 16

MILLS, Watson E.

Lowell D. Streiker and Gerald S. Strober: Religion and the new majority: billy graham, middle america and politics of the 70's—book review. O p 43

**MINISTER** of youth

The minister of youth as counselor. Mike Horton. Je p 43

MINISTERS' salaries

When the preacher can't pay his bills. Flynn T. Harrell. My p 38

MINISTERS, women

Associate to the pastor with a woman's touch. Walter M. Fox. J1 p 16

#### MINISTRY

Making the midweek service a caring opportunity. D p 16

We minister as a team. John M. McBain. S p 25

What can the church do when preacher's kids go wrong. Gene Van Note. Ap p 19

### MISSION education and promotion

Why not a missions weekend. Marie Conyers McKay. J1 p 24 MORGAN, Leonard, Jr.

The minister and the drug problem. D p 8 MORRIS, Charles H.

Revival begins inside. N p 40

MOSLEY, Ernest E.

# MOTHER'S day

Ideas we've tried. Carl S. Barnes. Ap p 43 OWENSBY, Idus V.

A deacon changed my ministry. My p 14

Church food services committee. Ag p 38 Church property and space committee. Ag

p 38 Equipment care is stewardship too. D p 20 Keeping god's house.\*

Periodic inspection of church buildings and grounds. Je p 11

Policies and procedures. O p 39

Procedures for counting church offerings. D p 37

PARKER, Bill

Increase your church's income. J1 p 45 PARKER, Don

Get there quicker, fly yourself. N p 47

#### **PASTORAL** care and ministries

Extend your pastoral care through groups. Robert D. Dale. D p 14

### **PASTORAL** counseling

Don't raise parasites. Doug Manning and Joe D. Garms. D p 3 Learning to listen. James L. Cooper. My p 26

### **PASTORAL** ministry

A deacon changed my ministry. Ernest E. Mosley. My p 14

The gap between pulpit and pew. Bob W. Brown. My p 15

#### PERSONALITY

What to do with opposition. Carl A. Clark.

PHILPOTT, Robert E.

Insurance booklet for churches. Ap p 39

#### **PLANNING and programming**

Building value into the future. Ralph C. Atkinson, Jr. J1 p 3

Here's how you can get it done-in time. Raymond Scroggins. Ja p 35

How to say no. Brooks R. Faulkner. Op 13 I don't have time. A. Clark Scanlon. F p 3 If you don't know where you're going. Roger L. Abington. O p 11

Quit wasting your time. Joseph W. Gawthrop. Mr p 7

Take a day off. Joseph W. Hinkle. Ja p 17 Time can work for you. J. Ralph Jones. Mr.

We found a way to evaluate. Michael G. McBride. J1 p 11

#### POEMS

God, help me hear. Jerry Breazeale. My p 29

#### POLITICS

Lowell D. Streiker and Gerald S. Strober: Religion and the new majority: billy graham, middle america and politics of the 70's-book review. Watson E. Mills. Op 43

POWELL, James L.

Celebrating the fiftieth anniversary of the cooperative program. Mr p 41

#### PRAYER

Prayer: priority for leadership. James G. Harris. Op 15

PRINCE, Lee

How's your welcome? N p 16

PRIVETTE, Jerry A.

Clean out that clutter. Je p 13

### **PUBLIC** relations

The anatomy of public relations. Robert E. Harper. N p 10

How to promote your church. Marjorie A. Collins. S p 29

How's your welcome? Lee Prince. N p 16

If a picture is worth a thousand words, use it. George R. Casey. J p 26

Make 'em want to read your church paper. DeLane M. Ryals. Mr p 17

Make visitors cards work for you. Ap p 19

#### PUBLICITY

Announcements can be exciting. Thomas I. Brannon. My p 19

Basic be's for publicity. Floyd A. Craig. N p.

Getting your church in the news. Adon Taft. Np6

### **PULPIT** committee

Thought provokers for pastor selection committees. Charles W. Deweese. Ja p

What to ask a pastor selection committee. Roy F. Lewis. Ja p 7

#### **RACE** relations

Red and yellow, black and white. Floyd Craig. Ja p 26

#### **RADIO** and television

Guidelines for radio devotionals. Earl S. Bell. Sp 34

Radio is alive and well. Clarence E. Duncan. Mr p 25

#### RETIREMENT

The retired minister and his time. John R. Campbell, Mr p 13

## REVIVALS

Revival begins inside. Charles H. Morris. N p 40

Your church can have great nights of decision. James Barry. F p 14

REYNOLDS, William J.

A new hymnal for singing. Ag p 48 ROBINSON, Ed

Your ushers are impression-makers. O p 16 RODGERS, Mary Augusta

My identity crisis and how it grew. Ja p 43

#### **RURAL churches**

Longnecker, Harold L.: Building town and country churches-book review. Thurman W. Allred. D p 36

People search is for rural churches too. Richard Faling. Op 28

RYALS, DeLane M.

Make 'em want to read your church paper. Mr p 17

SANFORD, Jack

You can't carry the whole load. O p 6 SAVAGE, Edgar L.

Associational committee training pays. Ag p

SCANLON, A. Clark

I don't have time. F p 3

SCHALLER, Lyle E.

Checking your internal communications system. Ja p 30

SCOTT, Charles R.

Ask your church's insurance agent. Je p 41

SCROGGINS, Raymond Conversational witnessing: one means to

save some. F p 35 Here's how you can get it done-in time. Ja p 35

### SECRETARY'S corner\*

### **SENIOR** citizens

Needed: church education programs for older adults. Mike LeFan. Je p 44

SHEFFIELD, Jimmie How to handle incoming mail. O p 24

How we trained church committees. Ag p 10

Records, for better or worse. Je p 29

SIZEMORE, E. Lee

Updating your ministry to families. Ap p 14 SKOGNES, Alf

How i equip my deacons. My p 8

SHIVELY, Max E.

Engstrom, W. A.: Multi-media in the church: a beginner's guide for putting it all together-book review. F p 43

SMITH, John Cobb

Cutting insurance costs. Ap p 37 SOMMERKAMP, Theo

Restudy staff retirement protection. Ag p 32

STANDERFER, Ernest D.

Have you considered a christian family money management conference. Ap p 25 How to prepare your budget. F p 45

How to present your church budget. Mr p 31

STEEN, John Warren

You can't overload a willing worker. Ag p

### STEWARDSHIP

Developing your church budget. Glenn A. Brown. Op 20

Equipment care is stewardship too. Idus V. Owensby. D p 20

Have a stewardship checkup. H. C. Croslin. F p 30

Have you considered a christian family money management conference. Ap p 25 Increase your church's income. Bill Parker. 11 p 45

Planning a stewardship calendar. Harry G. Bonner. Ja p 24

Resources are ready. R. Tom Greene. J1 p 44

A stewardship revival worked for us. H. C. Croslin. Op 22

A twelve-month reminder. Tal D. Bonham. Dp7

What the centuries say to the hours. E. Stanley Wiliiamson. My p 47

You told me the truth. Bill R. Wilson. F p 29 Youth need to know. Douglas Brown. Je p 19

STRICKER, Jesse

It's budget time again. S p 36

# SUNDAY school

Building blocks to two sunday schools. J. Miller McGahey. S p 38

TAFT, Adon

Getting your church in the news. N p 6 TANNER, William G.

When you must criticize. S p 22

TAULMAN, James E.

Our laymen lead in worship. F p 16

### TELEVISION

Tv or not tv-that is the question. Harry D. Jester. S p 41

THORNE, Ennis P.

If you smell smoke in church. J1 p 20 Where to find good committee members. Agp3

#### **TRANSPORTATION**

Ideas we've tried. Robert E. Werner. N p 45

#### **TELEPHONE** ministry

Lonely? Call 259-0101. Bob W. Brown. J1 p 34

### TREADWAY, Charles F.

Church baptism preparation committee. Ag p 41

Church benevolence committee. Ag p 43 Church lord's supper preparation committee. Ag p 41

#### USHERS

Your ushers are impression-makers. O p 16 VAN NOTE, Gene

What can the church do when preacher's kids go wrong. Ap p 19

VAUGHN, John N. It pays to rotate committees. Ag p 16 VICKERY, Pat N.

Handling space problems. F p 28

### VISITATION

Excuses, excuses. George Clark. J1 p 49 He knew how to visit. Melvid Hogan. N p

Sooner or later someone had to ask. George Clark. Op 48

#### **VOCATIONAL** guidance

Church: the arena for fulfillment. D. G. McCrory. Mr p 33

Discovering god's call. Bill Estes. Je p 40 WALKER, Ernest D.

Church: the sunday night place. shifting gears in our new CTSNP. N p 28

WATKINS, Forrest H.

Because you care about new church members. Ja p 40

#### WEDDINGS

Preparing for a wedding. Donald G. Bouldin. Ap p 29

WERNER, Robert E.

Ideas we've tried. N p 45

WILLIAMS, Roy Lee, Jr.

Johnson, Merle Allison: Kingdom seekersbook review. Ja p 39

WILLIAMSON, E. Stanley

Church stewardship committee. Ag p 33 What the centuries say to the hours. My p

WILLIAMSON, Thelma

How much should we charge for weekday early education. Ja p 25

WILSON, Bill R.

You told me the truth. F p 29

WILSON, Hoyt R.

Budget fair at mountain brook. D p 26 WILSON, Jimmy R.

A funny thing happened. N p 25

### WITNESSING

Conversational witnessing: one means to save some. Raymond Scroggins. F p 35 Witnesses of me. Joe Macon. N p 19 Witnessing through the mailbox. Richard B. Douglass. J1 p 41

### **WORSHIP** services

Helping people accept variety in worship. Donald G. Bouldin. F p 9

Worship can be exciting. Pat Harrison. F p

Worship experiences for church: the sunday night place. John Ishee. F p 12

ZACHARY, Mary

They minister to single adults. D p 10



"You ate the worm alright, but look at the bright side— It was harder on him than on you."

